

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4 Employing Office Location Orlando, FL.	5 Duty Station Orlando, FL.	1 Agency Position No NL12732
Explanation (Show any positions replaced)		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6 OPM Certification No
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12 Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	13 Competitive Level Code 0427
				14 Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a U.S. Office of Personnel Management						
b Department, Agency or Establishment						
c Second Level Review						
d First Level Review	Student Trainee (Computer Science)	GS	1599	04		
e Recommended by Supervisor or Initiating Office						

16 Organizational Title of Position (if different from official title)	17 Name of Employee (if vacant, specify)
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18 Department, Agency, or Establishment Department of the Army (DA)	c Third Subdivision Directorate for Engineering and Technology Development (E)
a First Subdivision Asst Secretary of the Army (Acquisition, Logistics & Technology)	d Fourth Subdivision
b Second Subdivision Program Executive Office (PEO)	e Fifth Subdivision

19 Employee review - This is an accurate description of the major duties and responsibilities of my position	Signature of Employee (optional)
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20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the	knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations
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a Typed Name and Title of Immediate Supervisor Edwin A. Trier, Director, Eng and Tech Development	b Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature	Date	Signature	Date
	10/26/02		

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards	22 Position Classification Standards Used in Classifying/Grading Position SCFR213.3202; OPM Handbook of Occupational Gps and Families, GS-0099-General Student Trainee Series, GS-1599 - Mathematics and Statistics Student Trainee Series, Aug 01; OPM PCS for Eng Technician Series, GS-0802, Jun 69; TS-80, Aug 74,
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Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks SCFR213.3202: Student Career Experience Program (SCEP) BUS: 7777
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25 Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

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U.S. Office of Personnel Management

#### INTRODUCTION

Position is located in one of the Business Areas within the Directorate for Engineering and Technology Development (E), Program Executive Office (PEO), Assistant Secretary of the Army (Acquisition, Logistics and Technology). The mission of the PEO is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These business areas perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to the PEO. The incumbent participates as a Student Trainee in a Career Experience Program (SCEP). The purpose of this position is to provide engineering services in support of programs supported by the Directorate for Engineering and Technology Development. This position is not an acquisition position in the Systems Planning, Research, Development and Engineering Career Field.

#### SUPERVISORY CONTROLS

Works under general supervision of the Deputy Director. Receives explicit guidance from higher-grade engineers who assign work with oral or written instructions in terms of the objectives to be achieved and without explicit instructions as to standard work methods and time limitations. Completes work in accordance with established procedures, plans and specifications, and other appropriate guidelines. Supervisor or a higher-grade engineer is available for additional assistance when deviations are noted. Non-routine work is spot-checked in progress, and routine work is reviewed upon completion for adequacy, accuracy, timeliness, and adherence to instruction.

#### MAJOR DUTIES

Typical work assignments require applying limited background knowledge of engineering methods and practices to a varied and complex sequence of standardized work.

1. Participates in recurring orientations designed to familiarize the incumbent with the current status of projects being accomplished by the organization and to provide an understanding of their interrelationship with and/or impact on work being accomplished in the division to which assigned at the time.

30%

2. Assignments are in acquisition of Live, Virtual and Constructive simulations systems, or in Technology Development to include:

- a. Conducts experiments and tests using established standards and procedures;

- b. Computes and compiles data obtained for experiments and tests against expected results;
- c. Documents experiments and tests for use by other engineers.

70%

Performs other duties as assigned.

**Nature of Assignment**

Work is characterized by a more varied and complex sequence of standardized or prescribed operations while applying a limited background knowledge of methods and practices in computer science.

Testing work requires judgment, knowledge, and skill in:

- (1) Examining the test specimens for faults or defects which may affect the data;
- (2) Determining whether the test data fall within normal limits;
- (3) Determining the apparent causes of deviations in the test data resulting, for example, from equipment malfunctions, observational errors, and other causes.

**Level of Responsibility**

Incumbent receives assignments in terms of the objectives to be achieved and without explicit instructions as to work methods on routine assignments that involve conditions, concepts, and standard work methods. Recurring routine technical problems are resolved on the basis of previous experience without reference to the supervisor. Explicit instructions for solving technical problems involving unfamiliar conditions, methods, or concepts are provided by the supervisor. The technical adequacy of completed routine work are reviewed or checked for adherence to instructions; non-routine assignments are reviewed in process.